

Policy for Using Zoom – November 2020

As a school, we have decided to use Zoom to facilitate contact with our children who are not in school due to Covid-19 restrictions. In order to do this safely, we need a policy to support staff and children when using these platforms. This policy will need to have consent by parents before a child will be included in the class 'meet up' or activity. Whilst the policy will not change, our offer of Zoom sessions may evolve to meet need and feedback.

Live Streaming Social Contact with Students (Zoom)

The school recognises that the appropriate use of technology could significantly enhance the quality of contact between children and school. Being able to see that everyone is fit and well could be a significant boost to morale, particularly for children who might be struggling with the lack of social contact. However, teachers should ensure that the live streaming protocols detailed below are followed.

Teachers should also be aware of the fact that not every child may be able to access live streaming. Where this is the case, teachers will continue to call the families on a fortnightly basis to check-in with them.

We intend for these live streaming sessions to be for 'catch ups', story times, activities and starting discussions about transition with children. If parents would like to speak to teachers regarding home learning this will need to be arranged outside of these sessions.

As well as live streaming sessions online, school will continue to support children by providing home learning activities.

Protocols for Live Streaming

All teachers and staff must adhere to the protocols detailed below:

- For live streamed sessions staff should use the Zoom. Tutorials are available online to support the use of Zoom.
- Staff should be confident that they can use the platform safely.
- The School's Acceptable Use Policy continues to apply and students should be reminded of this as part of the set-up process.

Parents and Carers must consent to their son/daughter participating in live streamed sessions. All parents will need to send an email to the Enquiries email address to consent to their child being involved in live streaming. Please could all consent emails be returned ASAP. We will take parents' consent to also be their agreement to adhere to this policy.

Only children whose parents have given consent should be invited to participate. Staff should consider the manageability of the group size when issuing invitations.

Whilst Zoom will allow schools to monitor overall group participation it cannot monitor how individuals engage in a session. Staff should keep a register of their sessions to enable them to track and monitor the participation of children. Changes to participation might be an indicator of deteriorating well-being.

For the protection all children, everyone will need to adhere to the following:

Children should be appropriately dressed i.e. as they would be dressed as on a standard non-uniform day. (Pjamas are not appropriate dress.)

Children should participate from a communal area in their home and not their bedroom.

Where video participation is available children can choose to join via audio only.

A session can only go ahead if there are TWO or more children participating.

Details of the planned session should be shared with ALL children in the class (if permission given) and with sufficient notice for children to make arrangements to join.

Staff should not accept children into the session until 5 minutes before the start of the session. The same classroom expectations with regard to language and behaviour apply.

Session Etiquette

At the start of the session teachers will put all participants on mute, but this may change during the session. If muted students wish to contribute to the session or ask a question, they should use CHAT or the hand-up symbol to indicate this; the teacher will then unmute them and ask them to speak.

Rules of using Zoom will be addressed in the first session.

Any child disrupting the session will be muted/disconnected by the teacher; should a child disrupt a session again the teacher may exclude them from the next and/or future sessions.

It would be preferable for children to have a relatively quiet background while taking part in video call sessions so they are able to listen and join in without distractions. They will still need to be in a communal area of the home for safety purposes however away from siblings if possible as these are sessions for children with their own teacher.

Additional Information for Staff

Zoom has become more secure over the last few months. There is now a security button on the main host page to access all the security settings.

Other changes include:

- The Zoom Meeting ID will no longer be displayed on the title toolbar
- The Waiting Room feature is now on by default for free Basic and single licensed Pro accounts, as well as education accounts enrolled in our K-12 program.
- Meeting passwords are on by default (The default setting cannot be changed for those education accounts.)
- Account admins and hosts can now disable the ability for participants to rename themselves (for every meeting)

Other things to do to protect your Zoom space are:

- Use a new meeting room each time (ie. don't use the personal meeting ID)
- Don't allow attendees to join before host
- Mute attendees on joining
- Turn screen sharing off
- Set up a 'waiting room'
- Lock your meeting room after you have started
- Don't publicise your meeting's link on social media
- Don't share the screenshot of everyone, especially when it shows the meeting ID
- Try to have someone whose job it is to 'manage the room' and focus just on doing that.
- Tell people what the Plan B is (ie. if you do have to abort the meeting where will the meeting move to and how can people rejoin)

Additionally,

- Avoid sharing personal information
- Turn off your video and microphone, unless it's needed.

Please note that all sessions will be recorded by the host in case there is a need to review any content/safeguarding concerns.

Staff need to be aware that when screen sharing, all meeting participants will be able to see any information displayed on the host's computer or device screen. Close any windows containing sensitive or private information before sharing your screen.